

**Subject:** RE: RE: Package to Beacon  
**From:** "Suzanne Holley" <SHolley@downtownla.com>  
**Date:** 01/24/2017 06:01 PM  
**To:** "Amy Mendonca" <AMendonca@ccala.org>, "Herman Pang" <hpang@downtownla.com>

And the cover note from Lena that Carol signs.

Thanks.

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**From:** Amy Mendonca  
**Sent:** Tuesday, January 24, 2017 5:21 PM  
**To:** Suzanne Holley; Herman Pang; Henna Sherzai  
**Subject:** RE: Package to Beacon

Henna made the packet. We just need the petition form from Herman. I'll send it out first thing tomorrow morning.

Amy

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**From:** Suzanne Holley  
**Sent:** Tuesday, January 24, 2017 5:04 PM  
**To:** Amy Mendonca <[AMendonca@ccala.org](mailto:AMendonca@ccala.org)>  
**Subject:** FW: Package to Beacon

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**From:** Suzanne Holley  
**Sent:** Tuesday, January 24, 2017 5:03 PM  
**To:** Herman Pang; Henna Sherzai; 'amendoca@downtownla.com'; Lena Mulhall BID  
**Subject:** Package to Beacon

The package to Beacon (One California Plaza) went to an address they no longer have.

Can you please put together a new package as follows and send to:

Conan Cotrell  
Beacon Capital Partners  
300 S. Grand, Suite 2475  
Los Angeles, CA 90071

Herman - please give the petitions to Amy.  
Henna - please give the package documents to Amy.  
Lena - please give the cover letter to Amy.  
Amy - please send the package via courier and include a return FedEx envelope.

Please let me know if you have any questions. Thank you all!

**Suzanne Holley**

SVP & Chief Operating Officer

 <https://www.downtov>

**Downtown Center Business Improvement District**

626 Wilshire Blvd., Suite 200 | Los Angeles, CA 90017

Call: 213-416-7538 | Fax: 213-624-0858

Web: [DowntownLA.com](http://DowntownLA.com)



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